



# COUNTY OF LOS ANGELES

## CHIEF INFORMATION OFFICE

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493 HALL OF ADMINISTRATION  
LOS ANGELES, CALIFORNIA 90012

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May 10, 1999

To: Department Heads  
From: Jon W. Fullinwider  
Chief Information Officer

*Jon W. Fullinwider*  
*for*

Subject: **INFORMATION TECHNOLOGY (I/T) CONTRACTOR DATABASE**

On December 21, 1998, the Board passed a motion directing the Chief Information Office and the Internal Services Department (ISD) to develop and implement a database to track and establish a history of I/T contractor performance across all County departments.

This application has been developed and can be accessed on the LANet, the County's Intranet. It includes the data fields designed to capture complete I/T contractor performance information and any changes in requirements based on contract amendments. You can view the application at <http://itcontracts.co.la.ca.us/default.htm>.

This application will be updated with current contract data by County departments. The attached Board approved policy directs departments to establish a record for each contract and update it based on the contractor's performance against contractual requirements. All I/T contracts and Purchase Orders (P.O.) with a services component of \$100,000 or more must be entered into this database.

Effective May 1, 1999, contracts approved by the Board or the Purchasing Agent that meet these criteria should be entered in the database within 30 days of approval. Existing contracts will be entered beginning this date with priority given to those contracts in which the vendor's performance is below expectations.

We will be demonstrating the application at the Administrative Deputies meeting on Thursday, May 26<sup>th</sup> at Department of Public Works in Alhambra and we have scheduled training classes for departmental operators at the Information Systems Advisory Body's training facility in Cerritos.

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Departments are required to send two operators who will be responsible for input or training to one of the following sessions.

Date	Time	Location
May 18, 1999	9:00 AM-10:00 AM	12750 Center Court Drive, Suite 500 Cerritos, CA 90703
May 18, 1999	10:30 AM-11:30 AM	12750 Center Court Drive, Suite 500 Cerritos, CA 90703
May 18, 1999	1:00 PM-2:00 AM	12750 Center Court Drive, Suite 500 Cerritos, CA 90703
May 25, 1999	9:00 AM-10:00 AM	12750 Center Court Drive, Suite 500 Cerritos, CA 90703
May 25, 1999	10:30 AM-11:30 AM	12750 Center Court Drive, Suite 500 Cerritos, CA 90703
May 25, 1999	1:00 PM-2:00 AM	12750 Center Court Drive, Suite 500 Cerritos, CA 90703

Please contact Laverne Jones, Chief Information Office, at (213) 974-2061 to schedule your staff for training.

If you have any questions regarding the I/T Contractors Database, please contact Jonathan Williams, Chief Information Office, at (213) 974-1712/email: [jwilliams@cio.co.la.ca.us](mailto:jwilliams@cio.co.la.ca.us).

JWF:ygd

Attachment

c: Administrative Deputies Network  
Mark Gascoigne, Internal Services Department/Information Technology Services